



HIV PLANNING COUNCIL

<http://www.ochealthinfo.com/public/hiv/index.htm>

Regular Meeting, Wednesday, March 10, 2004

Fountain Valley Hospital

17100 Euclid Ave., Saltzer Conference Room

MINUTES

Chair: Sylvia Mata

Vice Chairs: Puki Liptrapp & Martin Salas

Recorders: Emily Bangura & Yvette Petruzzelli

Members Present: Ignacio Alvarez, Robert Barnes, Martin Becerra, Clayton Chau, Michael Ferguson, Linda Foster, Geeta Gupta, Betsy Ha, Mary Hale, Puki Liptrapp, Josie Lopez, Sylvia Mata, Maria Marquez, Liz Pejeau, Christopher Ried, Jose Ramon Rodriguez, Gerardo Rosas, Martin Salas, Robert Thompson, Steve Thronson, Jeremiah Tilles, Modesto Vasquez, Ron Viramontes, Kurt Weston and Miles Wood.

Affiliates: Terry Roberts (present and sitting in for Tony Barnett), Dan Cavanaugh (present and sitting in for Adolfo Loustalot), Shawn Coakley (present and sitting in for Jordan Bako), and Arthur Reyes (absent).

Excused Absences: Jerry Lail, Jordan Bako, Tony "C" Barnett, Clarence Williams, Arthur Reyes, Jeff Byers and Ricky Session.

Members Absent: Jordan Bako, Adolfo Loustalot, Bruce McGregor and Matilda Rivera.

Staff: Diana Banzet, Hope Hagen, David Souleles, Irene Tyrrell, Julie Webster, Mai Linh Nguyen, Brandon Page and Christine Sutton.

Guests: Vickie Ferguson, Ken Francis (STC), David Speck (Straight Talk), Corine Gomez (Straight Talk), Ty P. (Straight Talk), Michelle Sherman (CAPC), Mitch Cherness (REACH), Chris Prevatt, Philip Yeager (ASF), Denise Lavigne (ASF), Glen Caulkins (HIV Anonymous), Don Brumilk (HIV Anonymous), Terry Stone (The Center O.C.), Richard Bollinger (REACH), Debbie McGregor (REACH), Maria Buley (OCASF), Scott Blaisdell (OCASF), Angela Coron. Tucker Baldwin, Robert Banuelos (Congressional Office of Loretta Sanchez), and Mary Watson (RARE).

Item I. Call to Order: Chair Sylvia Mata called the meeting to order at 6:05 p.m.

Item II. Welcome & Introductions

- A. Pledge of Allegiance
- B. Moment of Remembrance
- C. Introduction of Guests – see above.
- D. Roll Call of Members – see above.

Item III. Public Comment

Mary Watson, Site Coordinator for CARE System Assessment Demonstration Project "RARE" thanked the HIV Planning Council for their foresight and applying for the CSAD project, and provided an update on project activities. Council members were asked for their assistance in identifying interested African American males to replace a field team member that had to withdraw. Interested individuals can contact Mary at 714.834.8654 or fax their resume to 714.834.7922.

Chris Prevatt read a statement regarding the Evaluation of the Administrative Mechanism, criticizing the Orange County Health Care Agency administration of Title I funds and recommending that the Planning Council request HRSA to investigate.

Robert J. Banuelos, Community Liaison from Loretta Sanchez's office presented Ron Viramontes a congressional certificate for his hard work and dedication to the Planning Council.

Item IV. Comments on Agenda – Chair Mata asked the Planning Council for consensus to move Item IX (New Business: Discussion of Title I Grant Award Allocation) prior to Item IV. Ron Viramontes made a motion to change the agenda and Vice Chair Martin Salas seconded. Votes were: 21 = in favor, 1 = opposed (Robert Barnes) and 0 = abstention.

Robert Thompson requested to move Item X before item VI. There was no second to the motion. Robert read from the Ryan White Care Act Title I Manual, regarding membership and expressed concerns that there were Council members not meeting residency requirements. Chair Mata suggested the issue be discussed under the Membership report.

Puki Liptrapp, Co-chair of the Membership Committee requested adding an action item from the Membership Committee. The item did not qualify as an emergency and was not added.

Item V. Approvals for Consent Calendar (Action Item)
A. Minutes from February 11, 2004

Miles Wood pointed out that Mitch Cherness is listed under staff and should be listed under guests.

Dan Cavanaugh (affiliate) stated he was marked present but he was absent.

It was moved by Miles Wood and seconded to approve the minutes as corrected. Votes were: 27 = in favor, 0 = oppose, 0 = abstain. Motion carried.

Item IX. New Business – Discussion of Title I Grant Award Allocation: (Action Item)

Irene Tyrrell referred the member's to the handouts in their packets. The HRSA Press Release contains the amounts given to various EMAs. She reviewed the Ryan White CARE Act Title I Allocation and Award Summary, Grant Period 04-05, reported a cut in the allocation to Orange County as well as the majority of EMAs. Irene reported that the Executive Committee met in Executive session on Friday, March 5, 2004 to discuss options for reallocations. In the past, staff presented recommendations to the Council. Chair Mata reported that the Executive Committee recommended establishing a Resource and Allocation Task Force. This team would propose a revised allocation plan to the Planning Council at a Special Meeting to be held on March 31st. Sylvia asked for volunteers to serve on this committee. She recommended Ron Viramontes as Task Force Chair. Sylvia cautioned that this is a very critical time and asked that the members follow the Ryan White guidelines and procedures and that everyone respect each other during the allocation deliberations.

David Souleles discussed the difficulty of facing funding cuts for the first time instead of receiving increases. He expanded upon the discussion at the Executive Committee, other EMAs had been contacted regarding their priority setting and allocation process, several have committees that assist their Planning Councils allocate funds. The discussion at the Executive Committee was that the process under consideration would give people the maximum opportunity to participate in the process, to hear the deliberations and present scenarios acceptable to the Council. It is anticipated that the March 31 timeframe would allow for two months of services at the current allocation level, and the remainder of the reduction would taken over the following ten-month period of time. If this task force process works reasonably well, it could be an on going process of this Planning Council.

Public Comment:

Tucker Baldwin asked if the Task Force would be configured to protect agencies that are top heavy, and who would be responsible. Ron Viramontes replied that it would be his responsibility as Chair; to make sure that the Committee is not comprised entirely of client, advocates, or PC members. Public comments will be accepted at the end of the meeting. Mary Hale suggested that the team not just allow public comments but be open to it.

A motion to establish the Allocation Task Force with Ron Viramontes serving as Chair was made by Miles Wood and seconded by Co-Chair, Puki Liptrapp. Miles amended the motion directing the Task Force to complete recommendations three days prior to March 31 to allow time for the Planning Council to review. Discussion followed. Votes were: 26 = in favor, 0 = oppose, 0 = abstain. The motion carried.

Item VI. Committee and Task Force Reports

A. State Office of AIDS - Jeff Byers was absent, there was no report.

B. Chair/Executive - Chair Mata told the Council that she and David Souleles would be attending a *Title I Summit* in Sacramento on April 6. Two other Planning Council trainings would be held in April. Robert Banuelos suggested that the staff going to Washington D.C. contact his office regarding the possibility of available one-time grants to send consumers to training.

C. Housing – Yvette Petruzzelli gave a report since the Chair and Vice Chair were absent. She reported: Emmanuel House is full; Gerry House West is full and Hagen Place is full. She said Jerry asked for volunteers to form a committee to revisit the policies and procedures. The committee is working on inviting speakers who have knowledge regarding HIV housing issues.

Public Comment: None.

D. HIV Client Advocacy – Chair Robert Thompson reported the committee met on Monday, March 8th. Alan Witchey and Phil Yaeger from ASF made a presentation on food vouchers and answered questions. Robert stated the committee was interested in making recommendations on the reallocation of money. He had personally called a few other EMAs and had a lot of useful information to share. Ron asked Robert to make recommendations to the Allocation Task Force and encouraged him to participate.

Public Comment: None.

E. Prevention Planning – Shawn Coakley, new co-Chair of the committee, reported that he was in Sacramento on Monday. He reported that the Gay Pride Event is coming up and the Committee wants to ensure that there is coordination with Los Angeles and Long Beach. He mentioned that he is trying to get prevention messages out. He is also coordinating the summer events in Laguna with some of the target populations (Latinos, African Americas and the Asian Pacific Islanders).

Public Comment: None.

F. Membership – Chair Puki Liptrapp reported that they are working hard to recruit new members. She appealed to PC members to bring in new members, encouraging members to have applications on hand ready to pass out. The committee is reviewing the Council matrix to assure Ryan White requirements are met. The Chair reported that the Committee will advertise on a new community cable bulletin board. Robert Thompson questioned the Council's policy on electing Chair or Co-Chairs that live outside the EMA. Robert Barnes responded that the officers must be Council members and therefore county residents. Martin Salas reported as the former Chair of the Membership Committee that each application was reviewed for residency requirements. Additional discussion ensued with Ron Viramontes responding that all three of this year's officers reside in Orange County.

Public Comment:

Chris Prevatt questioned Sylvia's residency in Orange County. She replied she lives in Fullerton, a part of Orange County jurisdiction.

G. Public Policy & Advocacy – Kurt Weston reported that a group went up to Sacramento for the ADAP rally regarding proposed cuts to the ADAP Program. He stressed that an ADAP enrollment cap would result in waiting lists to obtain life saving medication for HIV and AIDS. Advocacy on this issue needs to keep going. Presently there are sixteen states with enrollment caps and there are people on waiting lists, many have already died waiting for their necessary HIV/AIDS medications. If anyone wants to be more involved, contact him, Shawn or Tom Peterson. Shawn Coakley thanked Kurt Weston for all of his hard work and wonderful testimony.

Public Comment: None.

H. Case Management Task Force – Terry Stone reported the committee had been meeting for approximately six months, since the Council asked them to take a look at re-structuring the Care Management Services. Last month, the copies of the *Standards of Care* were provided to members for their review and approval. Also in Members' packets was an *Acuity Scale*, which was developed and tested by different service providers. The Task Force would like to know when this would be adopted and implemented. Additional forms are going to be developed he suggested utilizing the Task Force to work on them as well as review them. He thanked Mai Linh for her hard work.

Public Comment:

Maria Marquez had a question on self-determination why there was no Stage 4. Mai Linh responded it was deliberate. They did not come up with a lower level.

Item VII. Staff Reports

A. HIV Planning and Coordination – David Souleles reported that he was making his rounds to meet with all service providers to hear their issues and concerns. The department is still struggling with vacancies. Irene is still filling in as Interim Program Manager; Program Supervisor position is vacant as well as the Program Evaluation Specialist. Mai Linh is leaving the County at the end of the month. The good news is that with the initial three vacancies we have already secured approval to move forward to recruiting and fill these vacancies. He also mentioned that he is looking at bringing in few consultants to help on a short-term basis. Brandon Page, Supervisor of HIV Surveillance is going to be helping in HIV Planning and Coordination over the next few months. HCA's Information and Technology Division has been asked to assist with addressing concerns raised about the shared data system. They are putting together a review plan covering the security assessment to make sure that it meets all appropriate standards. David said he also asked IT to do an independent assessment and test to make sure that the data sharing and transferring would actually work. He hopes to have this process completed in the next 45-60 days with a go live date shortly thereafter, provided there are no significant glitches.

There was discussion regarding the timeframe for reporting services into the system and contract changes needed to shorten the timeframe.

David commented on food vouchers regarding the change that had been negotiated between the County and the vendor for the food program in terms of reducing the total monthly benefit from \$40.00 per month to \$30.00. He had asked them to hold off on making any reduction until there is an opportunity to meet and discuss this issue. Ron asked if the change was made would it violate the contract. David responded no, the Instructions to the Grantee allows for flexibility at \$40.00 per month.

Irene reported that HRSA Training for EMAs would be on April 14–16, 2004. Irene, Yvette, Sylvia and Martin Salas will be attending. Robert Thompson asked if Council members could attend. Irene responded that training was limited to support people and officers of the Council, not consumers. Consumer Training is scheduled on April 29–May 2 and is limited to 4 people.

B. Contract Development & Management – Hope Hagen reported on two items. First, nine (9) HIV Service Agreements and Amendments to agreements for FY 04-05 were approved by the Board of Supervisors on February 24, 2004. If the Council approves funding reallocations these contracts will have to be amended. Second, Hope mentioned that HCA is recommending approval of two amendments to agreements for HIV Prevention. During the RFP process on 1/10/03 two bidders were awarded a total of \$178,683 for the category of Services to MSM Positives. Due to downsizing and organizational changes, one contractor informed HCA they would no longer be able to provide services to. Since two bidders applied for funds and both were recommended for funding through the RFP process, the remaining provider could, if willing, provide services to clients from both agencies. This was worked out; staff from both organizations are to be commended for working together with the objective of serving clients. The amendments are scheduled to be on the Board agenda March 30, 2004.

Item VIII. Old Business (Action Item)

A. Approval of Evaluation of the Administrative Mechanism (EAM) Action Plan and Response - David Souleles reviewed the response letter and Irene Tyrrell reviewed the action plan prepared on the EAM report. There were several questions from Council members regarding monitoring of medical care and utilization review. There was also discussion of payments made on a contract for which services were not fully rendered and full payment should not have been made by the agency. Council members wanted to assure that safeguards are fully in place to prevent payments made for services not rendered.

Public Comment:

Tucker Baldwin mentioned that if the funds were not used according to the specifics, then such funds should have been returned to the Ryan White grant fund, that the EAM is very useful in pointing out inadequacies in past performance so that these problems can be avoided in the future.

Ron Viramontes made a motion to accept the Grantee's response to the EAM. He added that the Planning Council has to be satisfied that the Grantee has responded to the findings and also be satisfied with the Action Items recommended and make sure that this does not occur again. Miles Wood seconded the motion. Votes as follows: 21 = in favor, 2 = opposed (Robert Thompson and Modesto Vasquez) and 0 = abstain. Motion carried.

B. Approval of Revision of the Bylaw Draft (Action Item)

Ron Viramontes made a motion to remove the originally revised bylaw draft off the table. Puki seconded the motion. The results were 20 = in favor, 2 = opposed and 2 = abstentions (Modesto Vasquez and Robert). Motion carried.

Ron then made a motion to approve the second partial revision of the bylaw draft, which Puki seconded. Votes were: 0 = in favor, 16 = opposed and 4 = abstentions (Martin Becerra, Geraldo Rosas, Shawn Coakley and Ignacio Alvarez). Motion failed.

Item IX. Member's Privilege – Miles Wood said that he had received more mail from the HIV Planning and Coordination staff in the past month than he had previously received and thanked the staff for their hard work and promptness.

Ron apologized to Shawn for his “spam-blocker” to his email, as he did not receive Shawn's email asking for signatures for the rally in Sacramento.

Steve Thronson encouraged new members to join the Task Force for the Bylaw Committee.

Christopher Ried commented that Clinic patients have limitations to advocating for themselves and that Council members should advocate on their behalf.

Tucker Baldwin thanked the Chair for allowing guests to make comments during the deliberations.

Item X. Announcements – Robert Barnes announced that Laguna Shanti is now called Shanti Orange County and the new location is 23181 Verdugo Drive, Suite # 101, Laguna Hills, California 92653 and the phone number is 949.494.1446. The actual move is scheduled on March 22, 2004 and the Open House Celebration is scheduled for Tuesday, April 27.

Shawn Coakley reported that on May 17-21 AIDS Watch will occur in Washington D.C. He encouraged members to try and get out there. Planning Council members thanked Shawn for his hard work.

Item XI. Adjournment – Chair Mata adjourned the meeting at 8:50 p.m.